

**LONG BEACH CIVIL SERVICE COMMISSION
JEANNE KARATSU, PRESIDENT
FEBRUARY 15, 2012**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, February 15, 2012, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Jeanne Karatsu, Charles Hicks Jr., Jonathan Gotz,
Larry Keller

MEMBER EXCUSED: Carolyn Smith Watts

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Marilyn Hall, Executive Assistant
Christina Checel, Senior Deputy City Attorney
Salvador Ambriz, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Ken Walker, Personnel Operations Manager, Human
Resources

President Jeanne Karatsu presided.

MINUTES: It was moved by Commissioner Hicks, seconded by Commissioner Keller and carried that the minutes of the regular meeting of February 1, 2012, be approved as prepared. The motion carried by a unanimous roll call vote.

It was moved by Commissioner Hicks, seconded by Commissioner Keller and carried that the Dismissal Appeal 33-D-1011 amended hearing minutes of January 25, 2012, be approved as prepared. The motion carried by a unanimous roll call vote.

CONSENT CALENDAR (2-5): It was moved by Commissioner Hicks, seconded by Commissioner Keller and carried that the Consent Calendar items be approved. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS: Request to approve examination results.

General Librarian
Marine Safety Captain

The motion was made to approve request on Consent Calendar.

RESIGNATION:

Request to receive and file resignation.

Larry Bautista/Police Sergeant/Police

The motion was made to receive and file on Consent Calendar.

TRANSFER:

Request to approve transfer.

Geraldine Alejo/Administrative Analyst III/Development Services to Administrative Analyst IV/Financial Management

The motion was made to approve on Consent Calendar.

WITHDRAWAL OF APPEALS:

Request to receive and file withdrawal of appeals.

Suspension Appeal 24-S-1011 and Suspension Appeal 25-S-1011

The motion was made to receive and file on Consent Calendar.

REQUEST TO TRANSFER FROM UNCLASSIFIED TO CLASSIFIED:

BRIAN ELDRIDGE/AMBULANCE OPERATOR - NON CAREER TO AMBULANCE OPERATOR

The Secretary presented communications from Alan M., Patalano, Fire Chief and Brian Eldridge, Ambulance Operator Non Career, requesting Commission authorization to return Brian Eldridge to his former classified position of Ambulance Operator. After discussion, it was moved by Commissioner Hicks seconded by Commissioner Keller and carried that the request to return Brian Eldridge to classified service, be approved, pursuant to Section 69 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO RETURN TO
CLASSIFIED SERVICE:**

**SHARI METCALFE, ACTING BUDGET MANAGER TO
ADMINISTRATIVE ANALYST – CONFIDENTIAL**

The Secretary presented communications from Shari Metcalfe, Acting Budget Manager, Financial Management, requesting Commission authorization to return to her former classified position of Administrative Analyst - Confidential. After discussion, it was moved by Commissioner Hicks seconded by Commissioner Keller and carried that the request to revert to classified service, be approved, pursuant to Section 69 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST FOR REVERSION TO
FORMER CLASSIFICATIONS:**

**PATRICIA BARNARD/CLERK TYPIST - UNCLASSIFIED
TO CLERK TYPIST; SEYED JALALI/REDEVELOPMENT
PROJECT OFFICER TO DEVELOPMENT PROJECT
MANAER; PATRICIA PARGA/SECRETARY TO CLERK
TYPIST; AND SHERI ROSSILLO/SPECIAL PROJECTS
OFFICER TO DEVELOPMENT PROJECT MANAGER**

The Secretary presented communications from Meg Rau, Acting Administrative Officer, Development Services, requesting Commission authorization to return Patricia Barnard, Clerk Typist - Unclassified to Clerk Typist; Seyed Jalali, Redevelopment Project Officer to Development Project Manager; Patricia Parga, Secretary to Clerk Typist; and Sheri Rossillo, Special Projects Officer to Development Project Manager their former classified positions as indicated. In addition, the Secretary presented a staff report prepared by Donna de Araujo, Assistant Administrative Analyst. The Secretary informed the Commission that staff's investigation of this request revealed that Patricia Parga, Secretary has never held classified status and should be denied. After discussion, it was moved by Commissioner Keller seconded by Commissioner Gotz and carried that the request to revert to classified service, be approved, pursuant to Section 69 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote. It was moved by Commissioner Hicks, seconded by Commissioner Keller and carried to deny Ms. Parga's request to return to classified service. The motion carried by a unanimous roll call vote.

**REQUEST TO SCHEDULE
SPECIAL CIVIL SERVICE
COMMISSION BUSINESS
MEETINGS:**

The Secretary requested the Commission schedule two special Civil Service Commission business meetings for February 22 and 29, 2012, in order for it to consider the order-of-layoff and to determine where affected people will be placed. After discussion, it was moved by Commissioner Keller, seconded by Commissioner Hicks and carried to approve the scheduling of special Commission meetings for February 22 and 29, 2012. The motion carried by a unanimous roll call vote.

**CONSIDERATION OF HEARING
OFFICER'S REPORT:**

SUSPENSION HEARING – Reduction Appeal 35-R-1011

The Secretary presented a report prepared by Hearing Officer Dolores Martin, Attorney at Law, to the Commission, regarding the subject hearing which was conducted on January 13, 2012. After discussion, it was moved by Commissioner Keller, seconded by Commissioner Gotz and carried that the hearing officer's report be approved as prepared. The motion carried by a unanimous roll call vote.

**PROVISIONAL APPOINTMENT:
(Closed Session, Government
Code 54956.9, subsection (b)):**

The Secretary presented a communication from George Chapjian, Director of Parks, Recreation and Marine, requesting Commission authorization to appoint Maria Barndige-McIntyre, to the classification of Park Naturalist on a provisional basis. It was moved by Commissioner Gotz, seconded by Commissioner Keller and carried to recess to a closed session to consider this matter, pursuant to Government Code 54956.9, subsection (b). The motion carried by a unanimous roll call vote.

After discussion, the Commission reconvened the meeting. It was moved by Commissioner Hicks, seconded by Commissioner Keller and carried that the request be granted in accordance with Civil Service Commission Policy 1.02 and Section 43 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

MANAGERS' REPORT:

Melinda George, Deputy Director, informed the Commission that she met with the Police Department and staff will be presenting the bulletin for Police Sergeant examination very soon. She will also be meeting with Fire to discuss the Fire Captain examination, which will also be coming up soon.

The Secretary informed the Commission that he and Ms. George met with the Police Department regarding planning recruitment and testing for a Police Academy. The Secretary stated that City Council directed the Police Department staff to prepare a plan for the City Council to consider in March regarding the recruiting, testing and having an academy multiple years. They want to see a long-term plan. He stated that he would be meeting with the Police Department again on March 6, 2012.

ADJOURNMENT:

There being no further business before the Commission, President Karatsu adjourned the meeting.

**REVIEW OF EXECUTIVE
DIRECTOR'S PERFORMANCE:**

It was moved by Commissioner Gotz, seconded by Commissioner Keller to convene to a closed session to evaluate the performance of the Executive Director, pursuant to Government Code 54947.8. The motion carried by a unanimous roll call vote.

A handwritten signature in black ink, appearing to read "Mario R. Beas". The signature is fluid and cursive, with a large loop at the end.

MARIO R. BEAS
Secretary

MRB:meh

**LONG BEACH CIVIL SERVICE COMMISSION
JEANNE KARATSU, PRESIDENT
FEBRUARY 22, 2012**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, February 22, 2012, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Jeanne Karatsu, Carolyn Smith Watts, Charles Hicks Jr., Jonathan Gotz, Larry Keller

MEMBER EXCUSED:

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Marilyn Hall, Executive Assistant
Gary Anderson, Deputy City Attorney
Debbie McCluster, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President Jeanne Karatsu presided.

MINUTES: It was moved by Commissioner Hicks, seconded by Commissioner Gotz and carried that the minutes of the regular meeting of February 15, 2012, be approved as prepared. The motion carried by a unanimous roll call vote.

CONSENT CALENDAR (2-3): It was moved by Commissioner Smith Watts, seconded by Commissioner Keller and carried that the Consent Calendar items be approved. The motion carried by a unanimous roll call vote.

RETIREMENT: Request to receive and file retirement.

Thomas Vielma/Special Services Officer III/Police

The motion was made to receive and file on Consent Calendar.

RESIGNATIONS: Request to receive and file resignations.

Charles Garrison/Civil Engineer/Harbor
Jordan Syma/Airport Public Affairs Assistant/Airport

The motion was made to receive and file on Consent Calendar.

REQUEST FOR PERMANENT REASSIGNMENT AFTER REHABILITATION:

JUAN JOSE ROBLES/GAS FIELD SERVICE REPRESENTATIVE TO CUSTOMER SERVICE REPRESENTATIVE

The Secretary requested that this item be held over for one week until Christina Checel, Senior Deputy City Attorney, representing the City could be present. After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Gotz and carried to hold the item from one week. The motion carried by a unanimous roll call vote.

REQUEST FOR ORDER OF LAYOFF:

The Secretary presented an Order of Layoff to the Commission for positions in the Departments of Development Services and Public Works. In addition, the Secretary presented a staff report prepared by him. After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Keller and carried to approve the Order of Layoff as prepared and to forward it to the City Manager. The motion carried by a unanimous roll call vote.

BULLETIN:

POLICE SERGEANT

It was moved by Commissioner Smith Watts, seconded by Commissioner Hicks and carried that the subject Job Opportunity Bulletin be approved. The motion carried by a unanimous roll call vote.

MANAGERS' REPORT:

The Secretary informed the Commission that Financial Management informed him that they would be preparing a report for the City Council on March 7, 2012, regarding the City's financial status. He also informed the Commission that Human Resources and Civil Service staff will be meeting Friday with staff affected by the order of layoff to assist them in any way they can.

COMMENTS FROM PUBLIC:

Stacey Lewis, Assistant Director of Human Resources, Harbor, thanked Civil Service and Human Resources for the excellent work they are doing with the order of layoff and their pro-active approach with the employees.

ADJOURNMENT:

There being no further business before the Commission,
President Karatsu adjourned the meeting.

A handwritten signature in black ink, appearing to read "Mario Beas". The signature is written in a cursive, somewhat stylized font.

MARIO R. BEAS
Secretary

MRB:meh